

[]-NO. 70-1
22 October 1963

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[]
Control and Handling of Top Secret Material

REFERENCE: CSI-F No. 10-11, dated 18 July 1960

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1. PURPOSE:

This instruction provides for the control, maintenance, and disposition of Top Secret materials within the [] Staff.

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2. RESPONSIBILITIES:

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[] is hereby designated [] Top Secret Control Officer. [] is designated as Alternate TS Control Officer. TS Control Officer is responsible for the safe transmission and control of all TS material originated in or received by []. As appropriate the TS Control Officer will:

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- a. Maintain records accountability for each copy of TS Material in [] and conduct spot inventories to ensure the accuracy of such records.

3. ORIGATION AND RECEIPT:

The preparation, classification, numbering of copies, distribution, transmittal and reproduction of KUBARK TS materials will be accomplished in accordance with the provisions of CSI-F No. 10-11. Military TS material will be handled in accordance with appropriate military regulations.

4. PROCESSING:


TS material received and dispatched by the staff will be controlled by the TS Control Officer by means of the following system of records and receipts:

a. Outgoing:

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(1) Top Secret Control numbers will be assigned consecutively to TS materials originating in the staff.


(2) Each copy of a TS document in the [] Staff will be covered at all times by a Top Secret Cover Sheet (green form 861A) Cover sheets will be prepared by the TS Control Officer or his Alternate.

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(3) The TS Control Officer will enter distribution, as specified by the releasing officer.

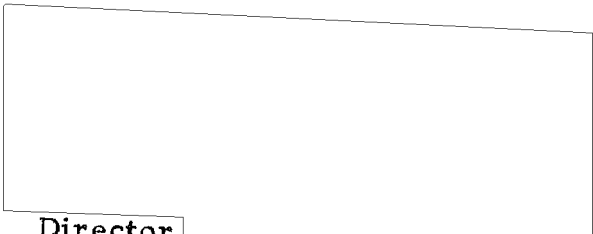

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b. Incoming:

The TS Control Officer or his Alternate will deliver all TS materials to  or, in their absence, to the acting responsible officer. After action responsibility has been assigned to a specific officer the TS Control Officer or his Alternate will hand carry the document to the action officer. The action officer will receipt for the document on TS Control Card (Form 36) and list the file number where the document will be filed. The Control Card will be retained by the TS Control Officer in the Central TS file index maintained in the administrative section.

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5. The TS Control Officer will conduct a semi-annual inventory of Top Secret Documents.


Director 

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